

# ***Interactive Purchasing System (IPS) Public Menu User's Guide***



NC Division of Purchase and Contract  
Interactive Purchasing System (IPS)  
Posting Addenda to the Internet

# Interactive Purchasing System (IPS) Public Menu User's Guide

**DOA NC**  
**Division of Purchase and Contract**

Training & Compliance    Procurement Rules    P&C Resources and References    Related Sites    Contact Us

Welcome to Purchase & Contract

*P&C Information Frequently Accessed*

**"Statewide Contracts"**

- [Debarred Vendors](#)
- [Qualified Products Lists \(QPLs\)](#)
- [Standard Specification and Questionnaire Listing](#)
- [Term Contract Alphabetical / Key Word Listing](#)
- [Term Contract Numerical Listing](#)
- [Weekly Fuel Pricing](#)

**"Agency Specific Contracts"**

- [Agency Specific Contract Alphabetical / Key Word Listing](#)
- [Agency Specific Contract Numerical Listing \(by Commodity Code\)](#)

**"Training & Compliance"**

- [2013 Course Schedules](#)
- [Course Overviews](#)
- [New Student Registration Form](#)

**"Other Information"**

- [Access IPS, the Interactive Purchasing System](#)
- [Alphabetical Listing of IPS Categories and the NIGP Commodity Classes Assigned](#)
- [NC E-Procurement @ Your Service](#)
- [NIGP 5 Digit Alphabetical Commodity Code Listing](#)

**NC Department of Administration • Purchase and Contract**  
**P&C**

**Main Office:** 919-807-4500

**Mailing Address:**  
1305 Mail Service Center  
Raleigh, NC 27699-1305

From the Division of Purchase & Contract's home page, select Access IPS, the Interactive Purchasing System from the menu items under Other Information.

# Interactive Purchasing System (IPS) Public Menu User's Guide



## State of North Carolina Interactive Purchasing System

### Helpful Tips

#### Navigating Through the Site

Welcome to North Carolina Purchase and Contract's Interactive Purchasing System. Please review the following tips for navigating this site. It is suggested that you print a copy of these instructions so you may follow the various topics as you navigate through this system.

[Adobe Acrobat Reader](#) is needed to view information stored via PDF (Portable Document Format) documents. If you do not have Adobe Acrobat Reader, we recommend following the instructions below and [download it now](#).

Now select the free reader version at the bottom of the page by double clicking "Get Acrobat Reader Free". Scroll down the page to Step 1 and make your language selection (English is the default), select your platform/operating system (Windows 95, Windows 98, XP, Vista, etc.), and select the nearest location (USA is the default). Step 2 requires you to enter your name and e-mail address. For Step 3, double click download. Select your desired directory and click okay or save to download the file. After download is complete, go to the saved file and double click the file name to begin installation. After installation you are ready to read PDF documents.

#### IPS Navigation Menu

Simply click on any active link to move through the IPS site (any text that is in color and underlined). The top of each screen contains links to all the sections. The Public Menu contains a brief description of each section. NOTE: This site contains solicitations for many agencies. If you have questions about a particular posting, please click the Help button next to the solicitation for the contact person's information.

#### IPS Tips

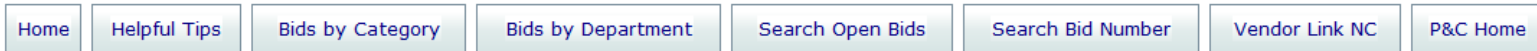
This section contains instructions on downloading/installing Adobe Acrobat Reader and a brief outline of the IPS system.

#### Bids by Category

The Bids by Category section takes you to a menu containing all solicitations by specific commodity groups and the number of available solicitations for each category. Links are only active if solicitations are available. Simply click the desired category to view the solicitations. When you click on a specific category, the bid number, description, date issued, bid opening date, and bid opening time are displayed. Statewide Term Contracts are listed in red and Agency Specific Term Contracts are in green.

When you click on the tips option, you will be led to some useful information on how to navigate on IPS. Please note that all bids posted to IPS will be posted in Portable Document Format (PDF). You must have the Adobe Acrobat Reader in order to view & print these documents. If you do not already have this software available on your computer, please download the free version by clicking on the Download It Now blue underlined text or go to [www.adobe.com](http://www.adobe.com).

# Interactive Purchasing System (IPS) Public Menu User's Guide



## State of North Carolina Interactive Purchasing System

Welcome to the North Carolina Interactive Purchasing System (IPS). Listed below are definitions of each of the menu items above.

### Tips

Learn about the IPS site, how to navigate through IPS, how to download the Adobe Acrobat Reader and much more.

### Vendor Link NC

Use our Business Registry to market your products or services to a worldwide audience and to obtain a listing of other registered businesses. You may also use this link to register your business, request HUB status or request a re-verification of your current HUB status.

### Bids by Category

View a listing of solicitations by category for all purchasing entities.

### Bids by Department

View a listing of solicitations by purchasing entity.

### Search for Open Bids

Locate open solicitations by one or more selection criteria.

### Search by Bid Number

Locate solicitations by bid number.

### Purchase and Contract Homepage

Return to the Homepage for the Division of Purchase and Contract.

When you want to search for a bid and know the category the bid will be posted to, you can click on the Bids by Category option and a list of all categories within IPS will appear.

# Interactive Purchasing System (IPS) Public Menu User's Guide

<a href="#">Home</a>	<a href="#">Helpful Tips</a>	<a href="#">Bids by Category</a>	<a href="#">Bids by Department</a>	<a href="#">Search Open Bids</a>	<a href="#">Search Bid Number</a>	<a href="#">Vendor Link NC</a>	<a href="#">P&amp;C Home</a>
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## State of North Carolina Interactive Purchasing System Solicitations by Category

To view or print the bid document, click on the bid number below. Any subsequent addenda will also be available via this Web site. If an addendum has been issued, it will be located directly under the bid being modified and will be designated as an addendum. Solicitations for Statewide Term Contracts are in **RED**, Solicitations for Agency Specific Term Contracts are in **GREEN** and Solicitations for Recovery Funds are in **BLUE**.

**It is the bidders responsibility to insure that all addenda have been reviewed and, if need be printed, signed, and returned.**

WHO SHOULD BE CONTACTED? If you are having difficulty retrieving a solicitation document, or the document is incomplete, click on the code or number listed in the HELP column to obtain assistance. This will bring up a new screen that will show the person to contact to help you retrieve the document. If, however, you have a question concerning the details of a solicitation, contact the purchaser listed in the solicitation document.

### Agriculture, Supplies

Bid Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	Help
<a href="#">17-CE042913</a>	2013 Woods Batwing Mower	4/29/2013	5/13/2013	2:00 PM ET	<a href="#">17-</a>
<a href="#">10-IFB-006397</a>	5 Ton Spreader	4/29/2013	5/10/2013	03:00 PM ET	<a href="#">10-</a>
<a href="#">17-CE042613</a>	John Deere 1700 Planter - Four Row	4/26/2013	5/10/2013	2:00 PM ET	<a href="#">17-</a>
<a href="#">10-IFB-006369</a>	Mobile Oil Press	4/24/2013	5/6/2013	03:00 PM ET	<a href="#">10-</a>
<a href="#">201300511</a>	<b>Riding Slope Mower</b>	<b>4/12/2013</b>	<b>5/6/2013</b>	<b>2:00 PM ET</b>	<b>PC</b>
<a href="#">201300511-01</a>	<b>Addendum 01--- Bid Opening Date, Monday, 2:00 PM, May 6, 2013</b>				
<a href="#">63-DMP229506R</a>	LED Grow Lights (Greenhouse) Questions due by noon on 4/30/13. County: Wake	4/26/2013	5/3/2013	5:00 PM ET	<a href="#">63-</a>
<a href="#">19-012067-SRF</a>	<b>Poultry Feed</b>	<b>4/10/2013</b>	<b>5/1/2013</b>	<b>2:00 PM ET</b>	<b>19-</b>

This screen will appear when you click on a specific category. All bids posted within this category for any department will be listed.

# Interactive Purchasing System (IPS) Public Menu User's Guide

- [Home](#)
- [Helpful Tips](#)
- [Bids by Category](#)
- [Bids by Department](#)
- [Search Open Bids](#)
- [Search Bid Number](#)
- [Vendor Link NC](#)
- [P&C Home](#)



## State of North Carolina Interactive Purchasing System Solicitations by Purchasing Agency

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**\*\*\*PURCHASE AND CONTRACT\*\*\* - (51)**

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**++ITS STATEWIDE PROCUREMENT OFFICE++ - (14)**

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**++STATE CONSTRUCTION OFFICE++ - (0)**

---

**++STATE PROPERTY OFFICE++ - (2)**

---

**+NC EDUCATION LOTTERY+ - (0)**

---

**CC - Alamance Community College - (2)**

---

**CC - Asheville-Buncombe Technical Community College - (1)**

---

**CC - Beaufort County Community College - (0)**

---

**CC - Bladen Community College - (0)**

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**CC - Blue Ridge Technical Community College - (2)**

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**CC - Brunswick Community College - (1)**

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**CC - Caldwell Community College And Technical Institute - (0)**

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When you want to search for a bid posted by a particular department, click on the Bids by Department option and a list of all purchasing entities within IPS will appear.



# Interactive Purchasing System (IPS) Public Menu User's Guide

<a href="#">Home</a>	<a href="#">Helpful Tips</a>	<a href="#">Bids by Category</a>	<a href="#">Bids by Department</a>	<a href="#">Search Open Bids</a>	<a href="#">Search Bid Number</a>	<a href="#">Vendor Link NC</a>	<a href="#">P&amp;C Home</a>
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## State of North Carolina Interactive Purchasing System Solicitations by Purchasing Agency

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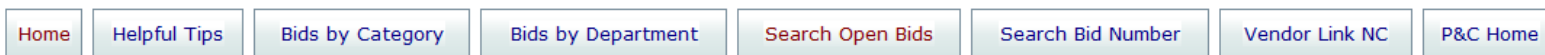
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### \*\*\*PURCHASE AND CONTRACT\*\*\*

Bid Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	Help
<a href="#">201300424</a>	Furniture, Modular, Computer Workstations <b>Bid Canceled - 03/19/2013</b>	3/12/2013	5/29/2013	2:00 PM ET	<a href="#">PC</a>
<a href="#">201300424-01</a>	Addendum 01--- Bid extension/Additional information to follow				
<a href="#">201300424-02</a>	Addendum 02--- BID CANCELED				
<a href="#">201300596</a>	TILE URGED AND CAUTIONED SITE VISIT- May 16, 2013 @10:00 am	4/26/2013	5/21/2013	2:00 PM ET	<a href="#">PC</a>
<a href="#">201300492</a>	Storage/Display Cabinets URGED AND CAUTIONED SITE VISIT- May 07, 2013 @1:00 p.m.	4/22/2013	5/16/2013	2:00 PM ET	<a href="#">PC</a>

The results are posted.

# Interactive Purchasing System (IPS) Public Menu User's Guide



## State of North Carolina Interactive Purchasing System Search For Open Solicitations

This page allows you to locate open documents by one or more selection criteria. Solicitations are open until either the bid open date or the mandatory conference/site visit date have passed. To search for open bids, enter your search criteria in the form below and click the **SEARCH** button. If any criteria do not apply simply leave that item blank.

Purchasing Agency:

Category:

Date Range:  thru

Compare Date Range To:

- ☒ Open Date
- ☐ Mandatory Conference/Site Visit Date
- ☐ Cancel Date
- ☐ Issue Date
- ☐ Last Change Date

The **Open Date** is the opening date for the solicitation, the **Mandatory Conference/ Site Visit Date** is the date of a pre-bid mandatory conference or site visit, the **Cancel Date** is the cancellation date of the solicitation, the **Issue Date** is the date the solicitation was first entered into IPS, and the **Last Change Date** is the date the solicitation posting was most recently updated.

Key Word:

Type up to 5 words that may appear in the document title. A match on any word, and that fits the other criteria, will result in that document being listed. List each keyword separated by a comma. To search for apples and oranges type **Apples, Oranges**.

The Search for Open Bids option allows you to search for a bid or bids using many different search criteria.



# Interactive Purchasing System (IPS) Public Menu User's Guide

- 
- Home
  - Helpful Tips
  - Bids by Category
  - Bids by Department
  - Search Open Bids
  - Search Bid Number
  - Vendor Link NC
  - P&C Home



## State of North Carolina Interactive Purchasing System Search For Open Solicitations

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This page allows you to locate open documents by one or more selection criteria. Solicitations are open until either the bid open date or the mandatory conference/site visit date have passed. To search for open bids, enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Purchasing Agency: \*\*\*PURCHASE AND CONTRACT\*\*\*  
Category: Clothing and Apparel  
Date Range:  thru   
Compare Date Range To:  
☒ Open Date  
☐ Mandatory Conference/Site Visit Date  
☐ Cancel Date  
☐ Issue Date  
☐ Last Change Date

The **Open Date** is the opening date for the solicitation, the **Mandatory Conference/ Site Visit Date** is the date of a pre-bid mandatory conference or site visit, the **Cancel Date** is the cancellation date of the solicitation, the **Issue Date** is the date the solicitation was first entered into IPS, and the **Last Change Date** is the date the solicitation posting was most recently

Enter any information in any field relevant to the bid or bids you will be searching for. For this example, the user wants to see all bids posted by the Division of Purchase & Contract that are related to Clothing and Apparel. Click on the Search button.

# Interactive Purchasing System (IPS) Public Menu User's Guide

[Home](#)[Helpful Tips](#)[Bids by Category](#)[Bids by Department](#)[Search Open Bids](#)[Search Bid Number](#)[Vendor Link NC](#)[P&C Home](#)

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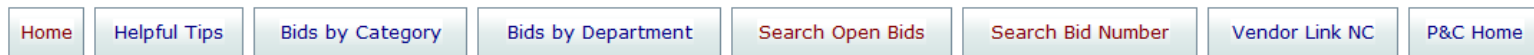
WHO SHOULD BE CONTACTED? If you are having difficulty retrieving a solicitation document, or the document is incomplete, click on the code or number listed in the HELP column to obtain assistance. This will bring up a new screen that will show the person to contact to help you retrieve the document. If, however, you have a question concerning the details of a solicitation, contact the purchaser listed in the solicitation document.

[Return To Search](#)

Bid Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	Help
<a href="#">201300489</a>	SHOWER SHOES	4/24/2013	5/9/2013	2:00 PM ET	<a href="#">PC</a>
<a href="#">201300489-01</a>	Addendum 01--- Omit utility caps.				

The results are posted.

## ***Interactive Purchasing System (IPS) Public Menu User's Guide***



**State of North Carolina  
Interactive Purchasing System  
Search for Bid Number**

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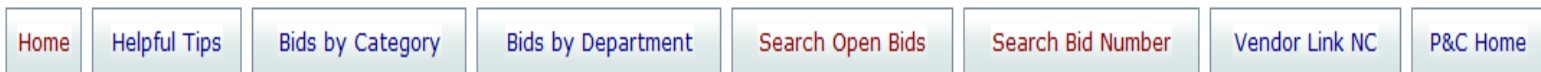
**This page allows you to locate documents by bid number. To search, enter bid number in the form below and click the SEARCH button.**

**Bid Number:**

---

Click on the search for bid number option if you know the exact bid number you will be searching for.

## ***Interactive Purchasing System (IPS) Public Menu User's Guide***



**State of North Carolina  
Interactive Purchasing System**

**Search for Bid Number**

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This page allows you to locate documents by bid number. To search, enter bid number in the form below and click the SEARCH button.

Bid Number:

For this example the user wants to search for bid number 201300489. Enter the bid number & click on the Search button.

## ***Interactive Purchasing System (IPS) Public Menu User's Guide***

<a href="#">Home</a>	<a href="#">Helpful Tips</a>	<a href="#">Bids by Category</a>	<a href="#">Bids by Department</a>	<a href="#">Search Open Bids</a>	<a href="#">Search Bid Number</a>	<a href="#">Vendor Link NC</a>	<a href="#">P&amp;C Home</a>
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### **State of North Carolina Interactive Purchasing System**

#### **Search for Bid Number**

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<b>Bid Number</b>	<b>Description</b>	<b>Date Issued</b>	<b>Bid Opening Date</b>	<b>Bid Opening Time</b>	<b>Help</b>
<a href="#">201300489</a>	SHOWER SHOES	4/24/2013	5/9/2013	2:00 PM ET	<a href="#">PC</a>
<a href="#">201300489-01</a>	Addendum 01--- Omit utility caps.				

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The results are posted.

## ***Interactive Purchasing System (IPS) Public Menu User's Guide***

Solicitation (IFB, RFP, RFQ) No. \_\_\_\_\_

Bidder/Offeror: \_\_\_\_\_

**THIS PAGE IS TO BE FILLED OUT AND RETURNED WITH YOUR BID. FAILURE TO DO SO  
MAY SUBJECT YOUR BID TO REJECTION.**

### **ATTENTION**

Federal Employer Identification Number or alternate identification number  
(e.g., Social Security Number) is used for internal processing, including bid tabulation.

Enter ID number here: \_\_\_\_\_

Pursuant to N.C.G.S. 132-1.10(b) this identification number shall not be released to the public.

Click on the bid number to view and/or print the bid document.

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<a href="#">Home</a>	<a href="#">Helpful Tips</a>	<a href="#">Bids by Category</a>	<a href="#">Bids by Department</a>	<a href="#">Search Open Bids</a>	<a href="#">Search Bid Number</a>	<a href="#">Vendor Link NC</a>	<a href="#">P&amp;C Home</a>
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**State of North Carolina  
Interactive Purchasing System**

### **Contact Information**

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Department:	***PURCHASE AND CONTRACT***
Section:	Purchasing
Dept Code:	PC
Contact:	Help Desk
Address:	116 W. Jones St. 4th Flr-DOA Bldg
	<a href="http://www.pandc.nc.gov">http://www.pandc.nc.gov</a>

Click on the help link to see important department contact information.



# ***Interactive Purchasing System (IPS) Public Menu User's Guide***

<a href="#">Tips</a>	<a href="#">IPS Public Menu</a>	<a href="#">VendorLink NC Home</a>	<a href="#">Vendor Registration</a>	<a href="#">Change Vendor Information</a>	<a href="#">Search for Registered Vendors</a>	<a href="#">HUB Certification/ SWUC Program</a>	<a href="#">Update HUB Information/ HUB Recertification</a>	<a href="#">P &amp; C Home</a>
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## **State of North Carolina VendorLink System**

### **Vendor Link NC Public Menu**

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**Welcome to Vendor Link NC. Listed below are definitions of each of the menu items above.**

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#### **Tips for Vendor Registration & HUB Certification Process**

*Learn about the Vendor Registration process, choosing a User ID and Password, how to navigate through the menu system and much more.*

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#### **IPS Public Menu**

*Access the Interactive Purchasing System to search for bids by category, department, open dates or bid number.*

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#### **Vendor Registration**

*Register your business in the Vendor on-line registry and request HUB certification.*

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#### **Change Vendor Information**

*Change your business location address information, company status or add to your list of commodities.*

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#### **Search for Registered Vendors**

*Search for registered businesses by individual, organization name, HUB Status & other criteria.*

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#### **HUB Certification - Statewide Uniform Certification Program(SWUC)**

*Request HUB certification through the Statewide Uniform Certification Program. Create your User ID and password in Vendor Link NC.*

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#### **Update HUB Information/ HUB Recertification**

*Login with your User ID and Password: Add/Modify HUB Information, Add/Delete your commodities, Update any business changes or Request Recertification*

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#### **P & C Homepage**

*Return to the Homepage for the Division of Purchase and Contract.*

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**Click on the Vendor Link NC option to access the Division's Vendor Registration System.**